

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: F01 Facilities Planning - Facilities Construction

Construction contracts amounting to \$5,000.00 or less may be entered into through the open market; however, construction contracts over \$5,000.00 shall be based on competitive bids. In the event of an emergency or no more than one bid is received, the Board of Education may enter into such contract in open market.

All projects to be completed by contract shall be advertised as required by law and shall be awarded based on a sealed bid submitted in accordance with the advertisement to bid. The sealed bid shall be accompanied by a certified check in the amount of ten percent (10%) of the bid or a bid bond.

The Division of Business shall, in discussion with the architect and engineers, review each bid and make a recommendation to the Board of Education for the award of the contract.

Prior to final execution of the contract, the contractor must submit a performance bond, certification of Workmen's Compensation, certification of adherence to the Fair Labor Act and a list of the sub-contractors.

The following procedure is used in handling change orders on building program contracts:

1. All change orders must be approved by the Superintendent of Schools with appropriate explanations of the need for the change order.
2. No work may be done by the contractor prior to receiving approval of the Superintendent for such work listed in a change order.
3. The Superintendent will have the authority to approve all change orders up to and including \$500.
4. Change orders approved by the Superintendent in amounts up to \$500 shall be incorporated in the minutes of the Board of Education.
5. All change orders over \$500 are to be presented to the Board of Education for approval.

Prior to the final payment of the contract amount, a Board of Education representative(s), the architect and the contractor shall inspect the building to satisfy all parties in this contractual arrangement that the building has been completed in accordance with the plans and specifications. The architect shall certify to the Board of Education such compliance and the final ten percent (10%) retainage shall be paid to the contractor.

The Office of Facilities Operations may complete work on construction projects that have been contracted as well as undertake projects that they can complete without impairing the ongoing maintenance work.

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